

LR29-TR03-201. FILING OF PLEADINGS AND ENTRY OF APPEARANCES

201.10 All pleadings shall be filed with the Hamilton County Clerk with the exception of emergency orders under Trial Rule 65.

201.20 All documents filed in any Hamilton County Court, with the exception of exhibits and existing wills, shall be prepared on paper measuring 8-1/2" x 11".

201.30 All attorneys and pro se litigants shall file appearances complying with Trial Rule 3.1.

201.40 Withdrawals of appearances by attorneys shall be permitted only with leave of Court. In both civil and criminal matters, attorneys requesting withdrawal will include in their motion the last known address of their client(s).

201.50 Pursuant to Trial Rule 5(B)(1)(d), the Circuit and Superior Courts of Hamilton County hereby designate the "mail boxes" located in the Clerk's order book office for service of pleadings upon attorneys who have such boxes.

201.60 All pleadings filed with the Court which require a certificate of service shall specifically name the individual party or attorney on whom service has been made, the address, the manner in which service was made and the date when service was made.

201.70 All filings shall be in compliance with the Indiana Rules of Trial Procedure. If the documents received are not in proper form, such deficiencies will not be corrected by court personnel. The Clerk is not required to notify Counsel or litigants of a filing deficiency.

201.80 Filing by facsimile transmission is permitted as set forth in LR29-AR12-103.